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Winter 1993

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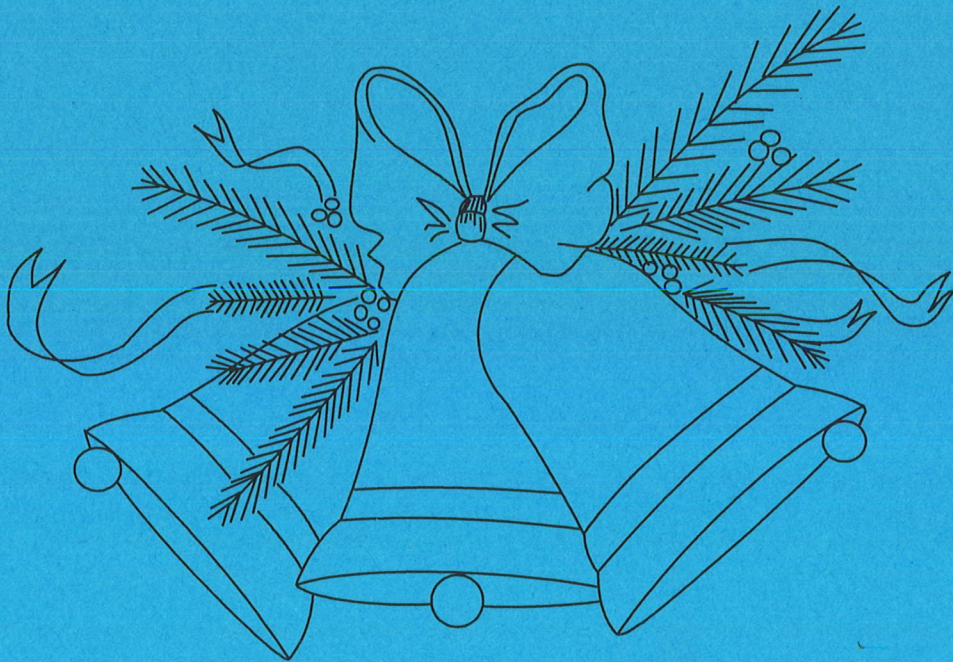
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NEON

Nebraska Educational Office News

PUBLISHED QUARTERLY BY NEOPA

VOL. 31, ISSUE 2



**"RING OUT
WITH ENTHUSIASM!"**

WINTER



1993-94

'TIS THE SEASON

Dear NEOPA Members,

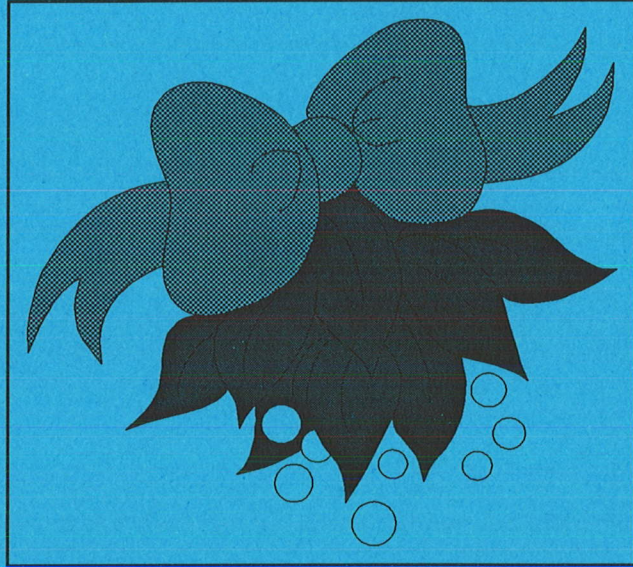
In my search for a message that encompassed the entire holiday season, I ran across this article tucked away in my files. I hope you enjoy its message of thankfulness and hope. Hopefully, each of us will take the time from the hustle and bustle of this season to give thanks for our many blessings. We have so many! Happy Holidays to each and everyone of you!

Sandy Lineberry, NEOPA President

'TIS THE SEASON to be not only jolly, but also thankful and hopeful. This is the time of year when we have most of our official celebrations: Thanksgiving, Hannacah, Christmas, and New Year's all fall within a few weeks of each other, and the festive spirit of one rides over into the next--as do the bills.

It's a great season, of course, ranging in themes from gratitude to generosity to anticipation, and the whole period does concentrate most of our annual celebrative spirit into a time period of just over a month.

But it always makes us a little uneasy. It makes us wonder why we tend to cram all our celebration into official holidays, and our worship into sabbaths.



There's always our one great thing to celebrate: the miracle of life. We awaken every morning to it, and it is always miraculous that we find ourselves here, alive and hoping and relishing, on this hospitable, beautiful, sacred ball of Earth. Why shouldn't we celebrate it every time we think about it? And why shouldn't we think about it every hour of every day?

That doesn't mean we should gorge on turkey and dressing every day, or keep stockings hanging on the mantel to fill with goodies all year round, or get drunk and blow horns every midnight. Those are just the excessive trappings of the official holidays, and if we celebrated that way every day, we'd soon ruin ourselves, spoil our kids beyond redemption, and get so jaded that nothing would ever seem special anymore. Beside, we'd be broke.

But true celebration is in the feelings and the thoughts, and needs no trappings. You don't need so much as a chicken wing to feel thankful. You don't need so much as an orange in your stocking to feel festive (in fact, an orange in your stocking makes you walk with a limp). You don't need champagne and shouting and nostalgic songs to remind of the passing of time. Most of us try not to be reminded of it.

True celebration is simple appreciation, raised to the level of reverence or quiet excitement. Any anyone who can't get excited about the marvel of it, even one brief moment in every hour of every day, must be living a pretty small and oppressive life, and apparently has pulled down the blinds between him self and the light of his Creator.

Maybe one doesn't want to be jolly all the time. (Just as much to the point, who wants to be around someone who's jolly all the time?) But anyone in reasonably good health and free from pathological depression ought to feel jolly a few times a day, and not wait till Yule Season. Anyone who can look at his or her own hand, or out the window at a leaf on a twig or a feather on a bird, or hear the laughter of a child, should be able to feel a reverence for the miracle of life.

Yes, as they say, 'Tis the Season. And if we have kept our spirits open at every moment of every day of every season to the magnificence of Creators's gifts, we'll be better able to celebrate the profound and sincere joy we want to feel on our official holidays. (Reprinted from Nuggets, December 1991, Volume 126, Number 12)

The NEON

EDITOR:

Jeanne Andelt, CEOE
5800 Palomino Lane
Lincoln, NE 68523
Home Telephone: (402) 423-0298
Work Telephone: (402) 472-6625

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1993-94 Executive Board

President	Sandy Lineberry 316 Orcutt Ave. W. Lincoln, NE 68504-3528 (402) 466-7174 (H) (402) 472-6623 (O)
President-elect	Kathy Svoboda
Membership Chair	4241 I St. Omaha, NE 68107 (402) 731-9842 (H) (402) 554-6058 (O)
Vice President	Maggie Kahler
Meetings Coordinating Chair	2031 D St. #1 Lincoln, NE 68502-1662 (402) 477-2066 (H) (402) 472-3191 (O)
Secretary	Vici Taylor 22615 Melia Rd. Gretna, NE 68028 (402) 332-4758 (H) (402) 332-3265 (O)
Treasurer	Lynne Olson RR#1, Box 160 Winside, NE 68790-9603 (402) 286-4926 (H) (402) 375-7391 (O)
Past President	Delores Wenz
Field Service Chair	4901 S. Haven Dr. Lincoln NE 68516 (402) 489-7201 (H) (402) 436-1142 (O)

The purpose of the Nebraska Educational Office Personnel Association shall be to promote and further the cause of advancement of education by improving the quality of office personnel service to the school, state and community. To this end, the Nebraska Educational Office Personnel Association shall strive to elevate the standards of office personnel in education by the exchange and pooling of information, ideas and ideals within our educational system.

Features

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Editor's Comments

It's hard for me to believe that the new year is just around the corner. With the warm weather we have been having in December it is hard for me to get motivated for the holidays!

There are some excellent opportunities for professional development coming up in the near future (see page 4). If you would like more information please let me know and I will send you registration information.

It's never too early to start planning for the NAEOP annual meeting in July. Those who have gone in the past can tell you how wonderful it is. They always seem to have a great time and return home with new ideas and increased motivation.

Best wishes for a relaxing and refreshing holiday season.

Jeanne



OFFICERS' & COMMITTEE REPORTS

President

Sandy Lineberry



Those of you unable to attend the Fall Conference, October 2, UNL-Lincoln, missed a real treat. Thank you - University of Nebraska Office Personnel Association (UNOPA) - for being such great

hosts. Special thanks to Conference Chairs Linda Pence and Debbie Hendricks and to each of their committee members who worked so diligently to make this conference a success. Guest speakers Dr. Eric Jolly, Dr. Lyn Jakobsen, and Jeanne Andelt were excellent and gave each of us new insights into our jobs and personal relationships. The educational display "Reflections of the Past - Glimpses of the Future" was outstanding. I'm sure each person in attendance (especially those of us that have been around for a long time) reflected on the many changes that have taken place in our office environment in the past years. It is almost mind boggling.

The Fall Conference is history and our attention is directed now to the Regional Development Day, which will be held February 4-5, 1994, Ramada Hotel, Lincoln. Mark these days on your calendar. We're hoping to have a good turnout from Nebraska since NEOPA is hosting the conference. It will take enthusiastic team players for this conference to be a success, and I'm counting on each of you. Registration brochures are being mailed in mid-December to all NEOPA 1992-93 members. The registration fee is \$47.50 for National members and \$87.50 for non-members.

I hope each of you take the time to read the *NEON* from cover to cover. Executive Board members are encouraged to write articles for each issue, and hopefully, affiliates are taking a more active role in seeing that news of their organization is in the newsletter. If you are president of an affiliate and you currently do not have a report in this issue, please write an article or appoint someone to do this for you. This is our one avenue to keep in touch with each other, so please take advantage of it.

Membership is down. After climbing past the 200+ mark last year for the first time in many

years, it was discouraging to see so many members had not renewed. After visiting with Kathy Svoboda, Membership Chair, we have personally called many of you. For most of you--it was an oversight. However, we cannot call everyone on the list, so...there will be many who will be dropped. However, I am optimistic that if we "enthusiastically" continue to recruit throughout the year, we will get those numbers back up. Each of you can help by reviewing the membership list printed in this newsletter. If you see "missing names," please give them a call. Many times, it is just that simple. An active membership takes everyone working together. Thanks in advance for your help.

Until next issue!

Membership

Kathy Svoboda, Director and President-elect

Still basking in the afterglow of the fall conference in Lincoln, I am pleased to report a good attendance of new members and non-members. As of November 30, our membership stood at 141 (107 active, 17 new, 13 retired, 4 associate). NEOPA's membership is **considerably** down from the 183 reported at this time last year.

Reminder letters and another membership form were mailed in mid-November to 91 members that had not renewed their membership. Members who have not renewed their dues by the date this *NEON* newsletter is mailed will have been dropped from the roll. That number (91) is approximately 45% of our 1992-93 membership. Those figures are very disconcerting to me.

We have added 17 new members to our membership roster. This is very exciting as new members bring enthusiasm and fresh ideas and I am sure I speak for every NEOPA member when I say "Welcome!" BUT, we desperately need to retain our other members. I am asking all members to review the current membership list (enclosed with this newsletter). If you notice someone from your affiliate who has not renewed as yet, please call them to encourage them to remain active, and if they choose not to, as President-elect for 1994-95, I would be very anxious to know why. Expense prevents me from calling each individual member or I would. Please help me and your association out



on this important membership problem. As membership director, I cannot do it alone -- retention and growth are, or should be, every member's concern.

I hope you all enjoy the holidays and receive all the blessings that you so richly deserve!

Field Service

Delores Wenz, CEOE, Director_____

Letters have been written to contact people at the University of Nebraska-Kearney and Chadron State College offering to help them form a local association. Our committee is eager to help in any way, if needed. There will also be follow-up letters to several schools and educational institutions that were contacted last year.

Nominating

Doris Merriman, CEOE, Director_____

The Nominating Committee is eagerly awaiting response from members selected for the 1994-95 Slate of Officers. Letters have been mailed. If you receive one, seriously consider replying positively to our request. The leadership of NEOPA is a team effort. Dedicated, knowledgeable, office professionals share their expertise to keep this a top notch association. Please support NEOPA with your time and talent. JUST SAY YES!

NAEOP Liaison

Linda Pence, Coordinator_____

ATTENTION!

Are you planning to attend the NAEOP Conference & Institute in Atlanta in July 1994? It's time to start thinking about the number of pins you want to take to exchange. Order forms will be available in the Spring issue of the **NEON**. If you have questions, give me a call (w) 472-3636; (h) 466-1039.

NEOPA Educational Professional Employee of the Year

Pat Podjenski, Director_____

In this issue of the **NEON** you will again find the nomination form (Form 1) and criteria for the

NEOPA Educational Professional Employee of the Year.

We have received one candidate's name for this award. I know there are more people in this organization who are worthy of this award. Think about that "special person" who you feel is most qualified for this award. Take a few minutes and nominate that person. You have the ability to make someone feel very special!

Please send in your nomination soon. We will then send "Form 2" to the nominee so the nominee will have plenty of time to gather information and submit it prior to the deadline which is January 15, 1994. We look forward to hearing from many of you.

Professional Standards

Lola Young, Committee Member_____

Thank you to the many people who stopped by the PSP table at the Fall NEOPA meeting in Lincoln. Remember, NEOPA is your organization and our committee members are here to help YOU. But, we can only help you if you first ask us to do so. We are anxious and very willing to help anyone in our organization obtain any level certificate in this program. The satisfaction gained by attaining such a goal is difficult to describe and our committee truly hopes that you will put forth the effort so you can experience this feeling of self-worth. Many of you will find that you already meet the requirements and only need to put together the paperwork. Write us, call us . . . we want to help you!

For anyone who is unfamiliar with the program, the Professional Standards Program (PSP) is a voluntary program established by the National Association of Educational Office Professionals (NAEOP) to encourage educational office professionals to grow professionally. Achievement in the program is recognized by the awarding of certificates based on education, experience, and professional activity. The distinction of Certified Educational Office Employee (CEOE) requires attainment of the Advanced III, Bachelor, Master, or Doctoral Certificate. Many school systems, including some in Nebraska, have a monetary recognition award after completion of each level. The Professional Standards Program is endorsed by: the American Association for Adult and Continuing Education, The Association of School Business Officials, The National Association of Elementary School Principals, and The National Association of Secondary School Principals.

We look forward to seeing you all at the Spring NEOPA meeting in Falls City. If you would like information on or have questions concerning the



PSP call or write any of the following Professional Standards Committee members:

Debbie Hendricks, CEOE
317 Orcutt East
Lincoln, NE 68504
(402) 466-4347 (h)
(402) 472-3755 (o)

Sandy Watmore, CEOE
1443 Sioux
Lincoln, NE 68502
(402) 423-9741 (h)
(402) 472-2252 (o)

Lola Young
1600 Dixie Trail
Lincoln, NE 68527
(402) 488-3654 (h)
(402) 472-7173 (o)

1993 Spring Conference News

Marvil Summerfield, Chair

The 1993 Spring Conference held on May 22, 1993 was hosted by UNO-EOPA at the University of Nebraska at Omaha Milo Bail Student Center in Omaha, Nebraska.

The day was rainy and cool but the fellowship was bright and warm. The speakers were very informative. Dr. Jean Beyer gave an excellent talk, and Dr. Ross Pilkington had an interesting talk. The food was especially delicious. We had installation at lunch and it was captivating. The agenda was closely followed and we had many praiseworthy comments.

Thanks to all who came and enjoyed the day with us. WE had a delightful and entertaining day. There were twelve committee members on my team, and they did an excellent job.

Scholarship

Giza Coleman, Director

Please note the NEOPA Student Scholarship Guidelines and forms are printed in this issue of the *NEON*.

Ways and Means

Marvil Summerfield, Chair

You are being asked to SELL! SELL! SELL! TICKETS!!! for our Scholarship Raffle to be held at the 1994 Spring Conference at Falls City, Nebraska, on April 6, 1994.

We have some fabulous prizes to raffle to some lucky winners! The prizes are:

- 1st 20" color television with many accessories
- 2nd smoker/BBQ grill
- 3rd picnic package - 40 quart Coleman cooler with four matching plates, mugs, silverware and tablecloth
- 4th fluorescent camping light

Tickets are only \$1.00 each or six for \$5.00! (At today's prices this is such a bargain!)

There will be prizes for the top three ticket sellers. The first prize is a \$50.00 savings bond, second prize is a Nebraska T-shirt and third prize is a unique glass bowl with scented potpourri. Every NEOPA member is eligible for these prizes.

We believe in higher education, especially in today's world. We feel that a student can use our scholarship to further his/her education and benefit the world in which we live. SELL! SELL! SELL!

Professional Development Opportunities

"Powerful Communication Skills for Women," \$69, sponsored by National Businesswomen's Leadership Association
January 11 - Lincoln
January 12 - Omaha
January 14 - Grand Island

"Leadership and Supervisory Skills for Women," \$69, sponsored by National Businesswomen's Leadership Association
January 31 - Lincoln

"How to Supervise People," \$99, Fred Pryor Seminars
February 17 - Lincoln
February 18 - Omaha

For more information contact the *NEON* editor.



**NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
NEOPA FALL CONFERENCE
LINCOLN, NEBRASKA**

**GENERAL MEMBERSHIP MEETING
OCTOBER 2, 1993**

CALL TO ORDER

President Sandy Lineberry called the meeting to order at 12:28 p.m.

ROLL CALL

Roll call was answered by the following:

3	Retirees
7	Nebraska Department of Ed
1	Grand Island - Central Midland College
5	Lincoln Public Schools
1	Millard
10	Omaha Public Schools
12	University of Nebraska - Lincoln
3	University of Nebraska - Omaha
4	Wayne
2	Ainsworth
1	Gibbon Public School
2	McCook Public School
1	Tri County
2	Falls City
2	St. Paul
2	ESU #4

It was noted that 10 past presidents were present.

APPROVAL OF MINUTES

Minutes of the General Meeting held on May 22, 1993, at the University of Nebraska - Omaha, were printed and placed in packets. Since there were no corrections or additions Delores Wenz moved to approve the minutes as printed, seconded by Lola Young. Motion carried.

COMMUNICATIONS/CORRESPONDENCE

Sandy Lineberry, president, recognized Joyce Graybill who was honored in Tucson, AZ, as the 1993 Olive T. Ritchie NAEOP Educational Office Professional of the Year. Joyce presented a \$150 check to the Past President's Scholarship Fund in celebration of the honor she received. This gift will be presented to the first recipient of the Past President's Scholarship in the spring of 1994.

Correspondence included a thank you note from Joyce Graybill and letters from the following honorary members: Vivian Valentine, Wanza Davis, and Olive Ritchie.

An invitation to attend the Illinois Fall Conference on October 15, 16, and 17, 1993, in Peoria, IL, was received.

TREASURER'S REPORT

In the absence of Lynne Olson, treasurer, Sandy Lineberry, president, gave the treasurer's report. Checking account balance: \$988.67; money market savings balance: \$3,294.91; scholarship savings balance: \$2,474.11. The report will be filed for audit.



REPORTS OF COMMITTEES

The chair of each committee introduced their committee members to the membership.

AUDIT

Johnita Moody, chair for the 1992-93 audit committee, reported the treasurer's books were audited on August 4, 1993. They were found in order and turned over to the 93-94 treasurer. The audit committee suggested the money market account for scholarship show designation 'scholarship' on any accounting papers received from the bank or savings institution. A motion was made at the August 7 Executive Board meeting to accept this suggestion. President Lineberry reported this change has been implemented at Norwest Bank.

There was no report from Angie Ellis, 93-94 audit chair.

CONSTITUTION & BY-LAWS

Committee will be meeting and there are several changes that will be looked into.

EDUCATIONAL PROFESSIONAL EMPLOYEE OF THE YEAR

Pat Podjenski reported she has received one nominee for the 1994 NEOPA Professional of the Year Award. Three judges have been selected.

FIELD SERVICE

Committee will be meeting to formulate plans to contact several areas in the state that do not have a local association.

FINANCE

No report.

MEETINGS COORDINATING

Invitations were extended by members of the following associations for conferences:

Spring 1994 - Falls City, NE, Eva Stark, Conference Chair

Fall 1994 - Grand Island, NE, Diane Lassen, Conference Chair

Spring 1995 - Omaha Public Schools, Omaha, NE Mary White, President

Maggie Kahler moved to accept these conference locations, seconded by Linda Pence. Motion carried.

MEMBERSHIP

Kathy Svoboda reported we have gained 15 new members and have a total of 127. She sent a mass mailing of 381 letters to all educational office personnel within the state.

NAEOP COORDINATOR

Linda Pence congratulated members that were honored in Tucson: Joyce Graybill for her selection as the 1993 Olive T. Ritchie NAEOP Educational Office Professional of the Year; Jeanne Andelt, editor of the NEON, won first place for our state newsletter; Leanna Bounds was awarded her CEOE at the PSP Banquet.

NEWSLETTER

November 10 will be the deadline for the Winter Issue of the NEON. Jeanne Andelt, editor, asked local associations to send news articles to her. She would also like tips for information regarding our profession, health, and safety. If anyone in your local association has won any awards or honors, please send that information to Jeanne. The Winter Issue will be submitted to National for competition.

NOMINATING

Doris Merriman read a clever 'Talent Search' invitation urging members to respond to the opportunity to



serve as an elected officer by agreeing to have their name placed on the ballot.

PROFESSIONAL STANDARDS

Debbie Hendriks asked all those who have received a PSP rating to stand and be recognized. She encouraged all those who are interested in working toward their PSP to attend the mini-session following the business meeting.

PUBLICITY

Jeanne Ann Kardell was busy video taping during the conference. The equipment was provided by Dennis Adams, Forestry, Fisheries and Wildlife, UNL. The plan is to make a video to help in field service.

The Fall meeting was publicized in newspapers throughout the state. Jeanne Ann asked everyone to get news to her.

SCHOLARSHIP

Guidelines for the 1993-94 scholarship competition were published in the Fall NEON and mailed to local association presidents. Everyone needs to help by urging students to apply for the scholarships.

WAYS & MEANS

There will be a raffle at the Spring Conference. Items to be raffled are: a 20" color television (to be purchased later), a smoker/BB grill, a picnic package, and a fluorescent camping lantern. There was also a half & half drawing at the conference.

UNFINISHED BUSINESS

NEOPA Spring Conference will be at Falls City, April 16, 1994. Keynote speaker will be Liz Sexson, Burr Ridge, Illinois, National Recording Secretary.

Central Area Professional Development Day will be in Lincoln on February 4 & 5, 1994. Speakers will be Dr. Marion T. Wood, NAEOP Educational Consultant (a.m. presenter) and Martha Mettscher, NAEOP President-elect (p.m. presenter).

NEW BUSINESS

There was none.

ANNOUNCEMENTS

Two NEOPA members were appointed to collect motion cards at close of meeting. There were drawings for centerpieces at each table.

MEETING ADJOURNMENT

The meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Delores Wenz

Delores Wenz, Acting Secretary

Michelle Sieber

Michelle Sieber, Minutes Approval Chair

Sandy Lineberry

Sandy Lineberry, President



LOCAL ASSOCIATION NEWS

Lincoln Public Schools

Delores Wenz, CEOE, NEOPA Liaison_____

The Lincoln Public Schools Association of Office Personnel held their general meeting on Tuesday, October 19, 1993, with Buford Jones, Business Consultant for the Lincoln Public Schools. His task was to give us a report of the Office Staff Study. The committee working on this study has completed their tasks over a three year period of time. The three components studied were:

1. Classification schedule
2. Allocation of office staff
3. Facility and equipment considerations

A final report was to be distributed around November 1, 1993.

Plans are being made to celebrate Bosses' Breakfast in January, where we will also honor a "Boss of the Year."

Millard Educational Office Personnel Association (MEOPA) Doris Merriman, CEOE, NEOPA Liaison_____

"How was your summer?" or "What's new and exciting in life?" were the typical questions discussed at MEOPA's September meeting held at the new Summer Kitchen Cafe. Our guest speaker, Dr. Marie Trayer, Spanish teacher at Millard South High School, convinced us of "The Power of INFLUENCE in Our Daily Lives" and the subtle ways we are manipulated. Dr. Trayer's sense of humor provided easy listening to her informative presentation.

Vala's Pumpkin Patch was the location of our second meeting this fall. A hayrack ride and tour of the area on this chilly evening made the Harvest Cafe, our dinner retreat, a welcome haven.

We relaxed and enjoyed the music and dancing of Millard South High School's Swing Choir at the November meeting. The performers joined us for dinner catered by Valentino's.

Our annual Happy Harvest Boutique was a success boasting a record number of table rentals and a steady flow of eager shoppers. This money-making project supports MEOPA's scholarships. The Ways and Means Committee sponsored a

concession stand, thus providing income for the association.

Happy Holidays from all of us in MEOPA to each of you!

NEOPA-Past Presidents

**Marcella Shotwell, CEOE, NEOPA
Liaison**_____

While the past presidents pursued varied activities during the summer, several convened in Tucson, Arizona, to attend the 59th annual meeting of the National Association of Educational Office Professionals. They were proud to witness NEOPA past president Joyce Graybill receive the NAEOP Educational Office Professional of the Year Award.

Did you notice something new in the fall issue of the *NEON*? The NEOPA-PP has introduced a member scholarship for those seeking to further their education. We hope the NEOPA membership will take advantage of this opportunity. Guidelines and the application form are published in this issue of the *NEON*. If there are any questions, contact JoAnne Lahm in Lincoln.

Ten members of the group were in attendance and able to meet at the NEOPA Fall Workshop on October 2 at UNL's East Campus. The day was a true learning experience and a time to renew friendships.

With the holidays fast approaching, the NEOPA past presidents wish their friends and colleagues the blessings of the season.

Omaha Educational Office Personnel Association Pat Podjenski, Secretary_____

Officers for the 1993-94 year are:

Mary White - President
Mearl Pruitt - Vice President
Pat Podjenski - Secretary
Evelyn Pancake - Treasurer

Our 1993-94 school year began with the annual potluck -- delicious food and new recipes were shared with the members who attended. Plans for the coming year were announced.



September's meeting brought a guest speaker, Mary Glassroom, R.N., Psychologist. She discussed "Communication in the Work Place."

The October meeting included a tour of South High School, one of OPS's seven high schools.

In November we traveled to the northwest part of Omaha to tour Picotte Elementary School, a new elementary school which was opened in the 1992-93 school year.

The Holidays will have us adopting a needy family for Christmas. We will be gathering food, gifts, clothes and a holiday dinner for this family. Plans for the annual Christmas dinner are being made by Mary Plaza and Marlene Machal, committee chairpersons.

University of Nebraska Office Personnel Association

Shirley Horstman, Corresponding
Secretary

The UNL community is benefiting from several programs initiated this fall:

In September it was announced that the Child Development Venture had been created to provide licensed, quality day-care for the University community. Providers receive benefits such as CPR classes and liability insurance. UNL staff benefit by receiving names of licensed day-care providers who are available to care for their children. UNOPA was represented on the committee that established the guidelines for this venture.

The Victim Services Program was also established to serve any student, staff or faculty member who has been the victim of a crime.

Employee safety continued to be an issue addressed this fall as other programs were presented. In November, members had an opportunity to attend a six-hour workshop on the SHARP Program (Sexual Harassment Assault Rape Prevention). A "Brown Bag" session was held in December on "Violence in the Workplace."

UNOPA members are involved in working with the UNL Employee Assistance Program setting up a program to help UNL employees who are experiencing a personal financial emergency and have exhausted all other avenues for money. The Emergency Loan Fund will help employees by allowing them to borrow up to \$750 for situations such as medical procedures, funeral expenses, lawyer retainer fees, and overdue rent. The loans will be interest free. UNOPA members have been fund raising this fall to help achieve the needed "start-up" money to get the program up and

running. Other groups on campus are also working on this project.

Other employee issues were addressed at a "Brown Bag" session on employee rights and reduction-in-force (RIF) policies presented by the Director of Human Resources at UNL and at an open forum with the Chancellor's Commission on the Status of Women where gender equity, information sharing, and employee classification issues were discussed.

UNOPA members took time this fall to honor a respected boss with the Floyd S. Oldt Boss of the Year Award. The winner of the award was Douglas Zatechka, Interim Assistant Vice Chancellor for Student Affairs and Director of Housing.

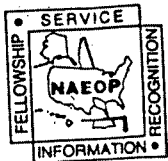
Don't Be a Victim of Street Crime

The best defense against street crime is preparation. Here are some tips to help you avoid an attack:

- * Don't walk alone.
- * Run. Police say odds are in your favor if you run.
- * Have a plan in mind for escape from possible attack.
- * Wear your purse across your body, next to your side, or under your coat if possible. Better yet, carry essentials in a "fanny pack."
- * Carry a pen flashlight, and use it to make sure no one is in the back seat of your car before you enter.
- * Let someone know your plans.
- * Stay on well-lighted, populated streets. Avoid unfamiliar, deserted places.
- * Don't wear headphones. Be aware of noises, footsteps, and voices.
- * The best thing to yell when being attacked is FIRE! or HELP, POLICE!
- * If you think you are being followed, cross the street. If they still follow you, turn around and look at them. Confrontation may intimidate them. If it doesn't work, run to the nearest streetlight and yell for help.
- * If someone demands money, throw the money in one direction and run in the opposite direction. The attacker has to decide whether to chase you or go for the money. In most cases, money is the object.
- * Carry important phone numbers. The trauma of being a victim may cause you to forget even common information.
- * Call police immediately if something does happen.

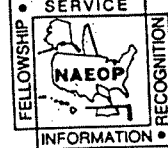
Spring 1992/Family Safety and Health
Contributed by Kathy Svoboda





'Take This Job and Love It!'

Martha Mettscher, NAEOP President-Elect



Believing strongly that there are no limits to what an individual can achieve, Martha Mettscher is living proof of her own philosophy. Administrative secretary/office manager at Great Bend High School and a member of National Association of Educational Office Professionals (NAEOP), she has set her goals high and succeeded in achieving them.

Her most recent accomplishment is being elected president-elect of NAEOP - the office that will lead her into the organization's national presidency next year.

She's the first to admit that getting to the top is no easy task. Success has come only through hard work, determination and enthusiasm.

Her greatest teacher has been the organization itself. She joined the Kansas Association of Educational Office Professionals in 1973 and soon became interested in its Professional Standards Program, which focuses on continuing education. Through this program, she has achieved the distinction of Certified Educational Office Employee (CEOE).

"I believe we must continue to grow professionally and improve our skills to meet the challenge of a changing profession in a changing world," she said in a recent interview.

"I believe that I am a better educational employee and a better person because of my involvement in my local, state and national associations."

She joined NAEOP in 1982 and began working her way up the leadership ladder. She was elected Central Area director, serving a six-state area including Illinois, Indiana, Iowa, Kansas, Missouri, and Nebraska. She served as area director for two years and was then elected national vice president, an office she held for one year before becoming president-elect this year.

She will serve as national president of the 6,500-member organization in 1994-95. "I'm very excited about the challenges that being president of NAEOP will provide me," she said, explaining that she will be attending state conferences across the United States.

Her theme as president will be "Reaching Out to Professionalism." This will be accomplished through the four-point program of NAEOP: service, information, recognition and fellowship, she explained.

"I want to encourage my colleagues to reach out to professionalism. I believe there are no limits to what an individual can achieve. As professionals, we must do what we love and love what we do."

One thing Martha is very excited about is that the NAEOP has relocated its headquarters in Wichita.

The national office was located in Reston, Virginia, she explained, but NAEOP decided it wanted to buy a building - however, not in Reston because it wasn't a central location and because the cost would be too high there.

The building committee came to Kansas to investigate. After considering several options, the members decided to look for a building that would suit their needs. They found an ideal building, located near the airport, and were able to purchase it at a very reasonable price. Martha had an active role in fund raising for the building. "A challenge was issued to each of the eight areas to raise money to help purchase the building. The Central Area accepted the challenge and raised \$8,000. I was Central Area director during this time, and I was very proud of the cooperation of each state working together to help make our dream a reality," she said.

The new national office was dedicated Dec. 5, 1992. "I'm very proud that Kansas was the state chosen for the location of the new office. It's a beautiful building," she added. "It's a privilege for me to live within 120 miles of the national headquarters. Most of our presidents haven't been that fortunate. If I need extra help on a project, I can just drive into Wichita to the office. It's a very special thing."

As president-elect, Martha will act as a liaison between state associations and the national representative who will be speaking and presenting workshops at the state conferences. She will also be responsible for keeping the association's handbook updated.

As National president next year, she will be traveling to state conferences to give greetings, deliver keynote speeches, officiate in installations of officers and give workshops.

Already in her roles as area director and vice-president, Martha has been busy traveling and presenting programs. She has visited 21 states since she became involved in national leadership as Central Area director.



Her recent travels have included Albuquerque, NM; Springfield, IL; Pennsylvania State University at State College, PA; Waterville Valley, NJ; and Omaha, NE, where she has given greetings to state associations and presented workshops.

She speaks enthusiastically about the workshops she gives. With catchy titles bound to boost their appeal, her workshops include "Behavior Breeds Behavior," "Stress Kills - Learn to Play," "Your Professional Image," "Take This Job and Love It" and "Financial Planning for Women."

Her favorite workshop she said, is "Financial Planning for Women." "I've always been interested in financial planning and have worked at it myself so that I can have a nice retirement. In my workshops, I encourage other people to think about retirement and start planning for it - and not wait until the last minute."

She has found that many women don't take time for financial planning. They take care of their bills, but don't plan for the future. In her workshops of 28-30 women, a maximum of six may have done financial planning. By the end of the workshop, many of the others are ready to go back home and look into tax-shelter annuities and make some plans, she said.

She advises them to set goals before doing financial planning. She has her own success story: "I set a goal 15 years ago and I actually met it last September."

Another of her favorite workshops is "Behavior Breeds Behavior." It's about interaction between students, teachers, and parents she explained. "People say they cannot control other people's behavior - and you can't in one sense - but you don't have to react to it."

The trips to state conferences are not always easy, but they are rewarding. "They are hard trips because we do not take any more time away from our jobs than we have to. We book the quickest flight there and the quickest one home," she said.

Usually the meetings are on a Friday and Saturday. That means working hard to get her work done at the office before leaving on the trip and doing extra work when she gets back.

When members decide to run for national office, they must speak to their superintendent and principal to gain their approval and support, Martha said.

"The whole time you are gone, you are working hard to represent the national organization," she said. "It's not a 'play' job, I guarantee you."

Offsetting the hard work, however, are two pluses - getting to see the country and meeting people, Martha said, noting that she values most the friends she's made. "I've made some of the best friends I could have made. It's worth all the hard work because of the people I've met and the friendships I've made."

Usually, when she represents national at a state conference, the host state has something special planned on Saturday after the sessions have been completed. On her recent trip to New Hampshire, she got to travel into Maine and visit Kennebunkport to see George Bush's estate.

Another experience she has enjoyed was getting to meet Penn State's head football coach, Joe Paterno, when he was the keynote speaker for the opening session at the Pennsylvania state conference. Paterno has been with Penn State as a coach for 43 years and head football coach for 26 of those years, she said. She admits she's really not a football fan, but she enjoyed meeting him because "he is so positive about his coaching. He has a lot of the old background of discipline and shows that he really cares about his team members."

One lesson the association has taught her is the importance of enthusiasm in any endeavor. After 28 years in one job, she still is enthusiastic about her work. "I want to have the same enthusiasm about my job when I leave it as when I started," she said.

"My association has helped me accomplish that goal. We're able to see what others are involved in and learn new things from each other. We create our own enthusiasm."

She brings that enthusiasm back to her job in Great Bend. "I like to work with students, teachers, and parents, and I enjoy witnessing the growth process that takes place from year to year."

"I feel I have contributed to the learning of the students for these many years by setting an example of professionalism and that my life is richer as a result of these experiences."

"I love people, and I hope to encourage people to become more involved in their professional organization, because I feel it's important. Being involved has helped me be what I am today," she said.



Dear NEOPA Members:

Wow! What a "special group". Thanks to all who made the award in Tucson so very special for my family and myself. The pearl and diamond necklace will be treasured in the years to come along with the Olive T. Ritchie Office Professional of 1993 award and the bronze proclamation from the Mayor of Tucson naming me an "Honorary Citizen of Tucson."

Thanks go to Jan Wacker for representing Governor Nelson in the appointment of an "Admiral in the Great Navy of the State of Nebraska." I feel indeed honored...and stand ready to help in the event we have another rain drenched spring. Thank you so very much!

/s/ Joyce Graybill

The following is a transcript of the speech Joyce gave when accepting the Professional Employee of the Year Award in Tucson, AZ, in July.

Thank you....what an honor!

And...for the first time in my life, I truly understand why the Oscar speeches take awhile. There are so many who have made this award possible.

Not unlike the Oscar recipients on Oscar night, I too feel a need to begin with a few special words of appreciation. So please bear with me.

First I would like to thank my parents who encouraged me all my life to do the very best job possible. Thanks too to my husband and children for encouraging me to be involved and allowing me the time to do just this.

I would also like to thank Jean De Berry Fritsche. She was our first recipient of this honor though over the 21 year history it has numerous name changes.

Thanks to Olive T. Ritchie for making these awards possible and for whom the current award is named.

Organizationally, thanks obviously go to the Omaha Educational Office Personnel Association; the Nebraska Educational Office Personnel Association; the Nebraska Educational Office Personnel Association-Past Presidents; and the National Association of Educational Office Professionals.

Having expressed a few of the gratitudes deserved, I now would like to share with you an equation of success that I feel exemplifies our mission.

"Vision + Action = Reality" This was the theme used during the year I served as President of the Nebraska Educational Office Personnel Association.

Through **"Vision"** we have shared **INFORMATION**...ideas and dreams. This information has been shared while assisting in working effectively with family, friends, parents, children, co-workers and school administrators in our school districts, as well as the communities in which we live and work.

From our **"Action"** we have provided a **SERVICE** and shared great **FELLOWSHIP!** While some tasks we provide may seem quite small to us, we have touched and helped many in ways we can't even imagine. (The small things really do make a difference.) We grow through our activities, our attendance at conferences, and our daily interaction with our colleagues. In providing and sharing with others, we have bonded close relationships and gained new long lasting friendships.

RECOGNITION comes with the successes we have achieved through the **"Reality"** process. Anyone who has touched my life and especially those who know me well, know that when someone tells me something can't be done, the challenge is on. I simply won't rest until I find a way to make it happen.

This award that I am humble to receive today belongs to each of you, for without your request for assistance, your search for answers and your professional expectations, if you will, the extra effort would not have been made.

Our challenges are always there, they take **ACTION** to make them opportunities.

As a professional organization, we must continue to seek these opportunities and not shy away from them.

From **Basic Principles of Parliamentary Law and Protocol**, by Miss Marguerite Grumme:
as shared previously by Jean De Berry Fritsche.... from **The Gavel is Yours...**

"...Learn from others, but project your own image, use your talents and capabilities to the fullest extent, but remember:

You can't give what you ain't got

Any more than you can come back

From where you ain't been!"

It does bear repeating, doesn't it? Once again, thank you and God bless.



NEOPA STUDENT SCHOLARSHIP GUIDELINES

The members of the Nebraska Educational Office Personnel Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school OR may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship shall comply with the requirements for the Marion T. Wood Scholarship awarded nationally in order that the recipient shall be Nebraska's entry for the National Scholarship. In the event that a local association has already submitted this recipient's name, the alternate shall be NEOPA's candidate for the MTW Scholarship.

1. The scholarship shall be in the amount of \$400 and awarded annually in the spring. The applicant must have applied for admission to a higher education institution. The course of study shall prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institute of higher education by the fall term of the year he/she is selected, the scholarship shall be deemed forfeited and the award shall be given to the alternate. All applications shall be kept until enrollment of the recipient has been verified.
2. Two equal payments shall be made by check, one each semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA president for payment.
3. **Eligibility for the scholarship shall include:**
 - a) Graduation from a Nebraska high school or its equivalent; i.e., G.E.D.
 - b) The applicant must have completed two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.
 - c) Approval and recommendation by the local association or a NEOPA member.
 - d) Application for the scholarship shall be made on forms provided by NEOPA.

GUIDELINES

4. **All applications must be typed or computer printed.**

The applicant must complete the application form, the biographical information form, and attach the following:

If a Graduating High School Senior:

1. A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation"
2. Three letters of recommendation:
 - a) one from a principal, counselor or other administrator which describes the student's activities and leadership record; and the student's character, personality, initiative, and home background;
 - b) one from a business education teacher;
 - c) one from a non-family, non-educational office personnel member;
3. An **official transcript** indicating class rank at the end of the junior year.

If a Higher Education Student:

1. A one-page biographical sketch on "Why I am Choosing an Office-Related Career or Vocation"
 2. Three letters of recommendation:
 - a) one from an advisor or counselor which describes the student's activities and leadership record; and the student's character, personality, and initiative;
 - b) one from a former teacher, former or present employer;
 - c) one from a non-family, non-educational office personnel member;
 - 3) An **official college transcript** and marked as such.
5. Applications for this award must be postmarked by **January 15**. Submit three (3) copies of the application and support material. Materials will not be returned.
 6. The award winner and alternate shall be determined by judges selected by the NEOPA Scholarship Committee.
 7. Award of this scholarship is based upon academic achievement, financial need, and initiative.
 8. The recipient's school shall be notified prior to the school's awards assembly, and the recipient shall be invited to the Spring Conference where the NEOPA Scholarship Certificate shall be presented.



Full Name _____
(First) (Middle) (Last)

Date of Birth: _____ Social Security Number _____ Female _____ Male _____
(Month - Day - Year)

admission or the institution where you are presently enrolled.		Accepted	
		Yes	No
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
BIOGRAPHICAL INFORMATION

1. Applicant's Name: _____ SS# _____
2. Father's Name: _____ Mother's Name: _____
3. Father's Address: _____
City _____ State _____ Zip Code _____
4. Mother's Address: _____
City _____ State _____ Zip Code _____
5. Father's Occupation: _____ Mother's Occupation: _____
6. Stepparent/Guardian/Spouse's Name, if applicable _____
7. Number of dependent brothers/sisters and their ages: _____
8. Will your parents assist you financially in continuing your education? _____
9. How much additional assistance do you feel you will need to continue your education after graduation from high school or continue in college? _____
10. What is your chosen major? _____
11. What are your career plans? _____

12. PLEASE CHECK THE RANGE OF YOUR FAMILIES INCOME:

___ Below \$15,000	___ \$20,000-\$24,999	___ \$30,000-\$34,999	___ \$40,000-\$44,999
___ \$15,000-\$19,999	___ \$25,000-\$29,999	___ \$35,000-\$39,999	___ \$45,000-\$49,999
			___ \$50,000 or above
13. List any other family/financial circumstances which should be considered: _____

I, the applicant, certify that the above information is true and correct:

Signature of applicant

Date

Return to: Giza Coleman, CEOE, Chairman
NEOPA Scholarship Committee
3215 Cuming Street
Omaha, NE 68131-2024

Deadline: January 15, 1994

Sponsor (must be a NEOPA member)



1993—1994
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION
MEMBERSHIP FORM

(Please type or use black ink and complete ALL information)

Type of Membership 1. New ____ or Renewal ____
 2. Active \$10.00 ____
 Retired \$ 5.00 ____
 Associate \$ 5.00 ____ (no longer educational secretary)
 Life \$200.00 ____

EMPLOYMENT DATA

Educational Institution

School, Office, Department

Street Address

City Zip

Telephone and Name of Supervisor

PERSONAL DATA

Name

Street Address

City Zip
() H= O=
Area Code - Telephone at Home/Office

LOCAL

Are you a member of a local educational office association?
Yes ____ No ____

What is the name of your local association?

If there is no local association would you be interested in helping form one?
Yes ____ No ____

Are you president of your local association (1993-94)?
Yes ____ No ____

NATIONAL

Are you a member of the National Association?
Yes ____ No ____

Do you hold a Professional Standards Certificate? Yes ____
Grade _____ No ____

Are you working toward a Professional Standards Certificate?
Yes ____ No ____

Would you like more information about:
The National Association? ____
Professional Standards Program? ____

STATE

Have you ever held an office or a committee appointment in NEOPA? Yes ____ No ____ If yes, please list position and year:

Would you be willing to serve in an elective office or on an appointive committee: Yes ____ No ____ (1994-95 year)

If yes, please give preference or special interest _____

IMPORTANT: Please make checks payable to **NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION** and mail with this complete form to:

Lynne Olson, NEOPA Treasurer
Rt. #1, Box 160
Winside, NE 68790-9603

Sponsored/Recruited by _____

Date _____

MEMBERSHIP YEAR IS JUNE 1 THROUGH MAY 31



Nebraska Educational Office Personnel Association Past Presidents

Member Scholarship Guidelines

The members of the Nebraska Educational Office Personnel Association-Past Presidents (NEOPA-PP) are establishing a scholarship to be awarded to a NEOPA member who is pursuing a Professional Standards Program (PSP) Certificate, has completed the requirements for a high school diploma or G.E.D. and is pursuing a higher education degree, preferably in the business/office field.

INFORMATION

1. The Scholarship shall be awarded by NEOPA-PP to a recipient determined by the scholarship committee. The committee chairperson shall be appointed by the President of the organization.
2. The maximum value of the scholarship monies is \$150.
3. No scholarship will be awarded if the scholarship committee concludes that no applicant met the specified qualifications.

APPLICATION

An application will be considered complete when the following items have been received by NEOPA-PP.

1. Application for scholarship must be an appropriate form provided by NEOPA-PP and marked NEOPA-PP Member Scholarship. (Failure to use correct form will result in disqualification.)
2. Application form must be completed (failure to complete the form in its entirety will result in disqualification).
3. Transcript(s) of previous academic performances.
4. Statement about career goals and financial needs.

NOTE: Failure to submit all requested information, to follow all guidelines and to send requested copies of support materials will result in disqualification. No exceptions will be made.

In order for your application to be submitted for NEOPA-PP Member Scholarship, the following criteria must be followed.

CANDIDATE ELIGIBILITY CRITERIA

1. Applicant must be an active NAEOP and NEOPA member and must have been a member for three years immediately preceding the date of the scholarship application deadline.



2. Applicant must either hold or have made application for a Professional Standards Program Certificate.
3. Applicant must be enrolled in a post-secondary institution of higher education (two- or four-year college, university, business college/school or vocational/technical education).

Documentation of education course work (transcript, certificates, etc.) must be received.

SELECTION CRITERIA

A rating system of 100 points shall be used in determining the scholarship recipient.

1. Maximum of 15 points may be awarded for academic performance (attach transcript).
2. Maximum of 10 points may be awarded for nearness to completion of degree or work toward a PSP Certificate.
3. Maximum of 30 points may be awarded for participation and leadership positions in local, and/or state associations of educational office personnel, and in NAEOP.
4. Maximum of 10 points may be awarded for participation and leadership positions in other professional job-related associations.
5. Maximum of 30 points may be awarded for statement of need.
6. Maximum of 5 points may be awarded for completeness and neatness of application.

AWARDS/DISBURSEMENT

1. Upon notice that the recipient has enrolled in a specific educational institution and the Acceptance Form has been received, money shall be forwarded to the appropriate office of said educational institution.
2. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, quarter/semester).
3. NEOPA members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA, or shown satisfactory completion of course(s), during the term for which the previous scholarship award was made.
4. Upon completion of the courses for which the scholarship was awarded, an official transcript should be sent to the NEOPA-PP Scholarship Chairperson. This transcript will serve as documentation showing fulfillment of the scholarship agreement.

Completed application must be submitted to:

**JoAnne Lahm, C.E.O.E.
4041 South 37th
Lincoln, NE 68506**

APPLICATION MUST BE POSTMARKED NO LATER THAN JANUARY 15, 1994.



(Please Type)

**NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION-PAST PRESIDENTS
BIOGRAPHICAL INFORMATION**

1. Father's Name: _____ Check if Deceased _____
Home Address: _____
 2. Mother's Name: _____ Check if Deceased _____
Home Address: _____
 3. Spouse's Name: _____ (if applicable)
Home Address: _____
 4. Step-Parent/Guardian: _____ (if applicable)
Home Address: _____
- Dependent Upon _____ Yes _____ No
6. Number of Dependent Children and/or Brothers & Sisters _____
- | Family | Occupation | Age |
|---------------------------------------|------------|-----|
| Father/Mother/Spouse/Brothers/Sisters | | |
| | | |
| | | |
| | | |
| | | |
| | | |
7. Your Career Plans: _____
8. Will your parents/guardian/spouse assist you financially in continuing your education?
_____ Yes _____ No
- If so, how much additional assistance do you feel you will need to continue your education after graduation from high school/college?

9. **PLEASE CHECK THE RANGE OF YOUR FAMILY'S INCOME BELOW:**
() \$ 8,000 - \$10,000 () \$11,000 - \$13,000
() \$14,000 - \$16,000 () \$17,000 - \$19,000
 () \$20,000 - Over

I, the applicant, certify the above information to be true and correct.

Date of Application

Signature of Applicant

(Deadline is January 15, 1994)

Return to: JoAnne Lahm, C.E.O.E.
4041 South 37th
Lincoln, NE 68506

Sponsor (Must be a NEOPA member)



Criteria for Professional Employee of the Year Nomination

1. Nominations for candidates for the NEOPA Office Professional of the Year Award may be submitted by a n association, an administrator or any individual member.
2. Current members of the NEOPA Executive Board are ineligible.
3. Any candidate for this award must:
 - a. be a current NEOPA member and must have held membership in NEOPA for a minimum of three consecutive years.
 - b. be a current member of a local association (if an association is available).
 - c. be a recipient of a PSP (Professional Standards Program), a CPS (certified Professional Secretary), or be working toward a certificate.
 - d. be currently employed as an education office professional (whether that position be secretary, clerk, bookkeeper, registrar, media aide, etc.) and must have been employed as an education office professional for a minimum of five years. Candidates may be employed in any educational institution, agency or office in either private or public school system, institution of higher education, or educational office in government.
4. The Nomination Form (Form 1) must be submitted to the NEOPA Office Professional of the Year chairperson, Patricia Podjenski, by January 15, 1994. Application forms received after this date cannot be considered.
5. The Application Form (Form 2) will be sent to the candidate by January 30, 1994. The candidate should complete this form and submit it, with all required recommendations, to the NEOPA Office Professional of the Year chairperson, Patricia Podjenski, by March 15, 1994. Application forms received after this date cannot be considered.
6. The panel of judges will base their final decision upon the following criteria:

a. Professional activity (association activities)	30%
b. Education and workshop participation	30%
c. Recommendation letters (one from immediate supervisor(s) and one other of candidate's choice)	25%
d. Personnel evaluation ratings	10%
e. PSP/CEOE/CPS (receipt of or working toward)	5%
7. The NEOPA Office Professional of the Year will be recognized at the NEOPA Spring Conference.
8. The NEOPA Office Professional of the Year will submit all necessary updated information to the National Association of Educational Office Professionals (NAEOP) for consideration in the following year's NAEOP Office Professional of the Year Award selection.



1993-1994
NEBRASKA EDUCATIONAL OFFICE PERSONNEL ASSOCIATION

Educational Professional Employee of the Year Nomination Form

Full Name of
Candidate

Place of Employment
(full name of school, college, agency, district)

Office Address
(street address, city, state, zip code)

Candidate's immediate
supervisor
(full name and title)

Local Association (if applicable)

Reasons for nomination:
.....
.....
.....
.....
.....
.....
.....
.....

You may submit additional information if necessary.

Date this form submitted:

Signature of Nominator:

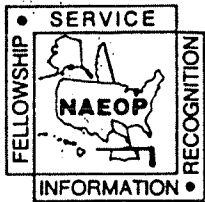
Return this form to:

Patricia Podjenski
NEOPA-Educational Professional Employee of the Year Chairperson
3011 South 48 Avenue
Omaha, NE 68106

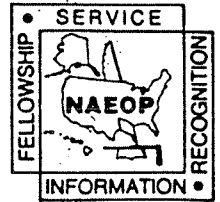
DEADLINE FOR RECEIPT IS JANUARY 15, 1994

Form 2 (Application Form) will be sent to nominee upon receipt of this form.





News From National



NAEOP MEMBERSHIP CATEGORIES STREAMLINED

Anne Grayson, CEOE
Virginia Wise, CEOE

The 1992-1993 Board of Directors approved streamlining NAEOP membership categories effective August 1, 1993.

Members who pay a Life Membership fee of \$600 (one-time payment) are entitled to all rights and privileges of active membership.

Life Members are no longer required to pay either a Life Member Retired Membership fee or a Special Life Member Retired Membership fee upon retirement. **To become eligible for retired status, Life Members may notify the National Office of their retirement date and begin to receive an annual subscription to the *BEAM* with no additional membership fees.**

A Life Membership fee of \$600 (one-time payment) is 15 times an active membership; therefore, the Board of Directors approved an increase in the Retired Life Membership fee to \$150 (one-time payment) or 15 times a retired membership.

Effective August 1, 1993, NAEOP membership categories and dues are as follows. The Board of Directors would like to give our current Active Members an opportunity to renew their membership for 1993-1994 at \$35 if the renewal is paid by the member's expiration date.

NAEOP MEMBERSHIP

Continuing Membership ensures that every member of NAEOP receives one full year of membership services and benefits. From the date a membership application is processed at NAEOP's National Office, the member will receive 12 months of membership.

ACTIVE MEMBERSHIP--\$40 per year

Open to all educational office personnel in any educational system or organization related to education. Members are eligible to vote on Association business, serve on committees, hold office, and receive four issues of the *National Educational Secretary*.

ASSOCIATE MEMBERSHIP--\$40 per year

Open to all persons not eligible for active membership. Members receive four issues of the *National Educational Secretary* and have all rights and privileges of active membership except those of voting and holding office.

LIFE MEMBERSHIP--\$600 one-time payment or payable in quarters.

Open to all eligible for active membership with all rights and privileges of active membership, including an annual subscription to the *National Educational Secretary*.

Life members who retire may receive an annual subscription to the *BEAM* by notifying the National Office of their retirement date with no additional membership fees.



RETIRED MEMBERSHIP--\$10 per year

Open to educational office professionals who have retired. Includes an annual subscription to the *BEAM* (newsletter for retired members) and 50% reduction in NAEOP annual conference/institute registration fees. Retired members shall have the privilege of voting and may serve on committees. Retired members may subscribe to the *National Educational Secretary* at a reduced rate.

RETIRED LIFE MEMBERSHIP--\$150 one-time payment.

Open to educational office professionals who have retired. Includes an annual subscription to the *BEAM* (newsletter for retired members) and 50% reduction in NAEOP annual conference/institute registration fees. Retired Life members shall have all rights and privileges of active membership except subscription to the *National Educational Secretary*. Members may subscribe to the *NES* at a reduced rate.

INSTITUTIONAL MEMBERSHIP--\$40 per year

Open to educational institutions. The institutions shall receive a subscription to the *National Educational Secretary* and notices of all meetings and conferences. Non-voting representatives are encouraged to attend conferences at active membership rates.

CORPORATE MEMBERSHIP--\$50 per year

Open to all businesses and corporations endorsing the objectives of the association. The corporation or business member will receive a subscription to the *National Educational Secretary* and shall be eligible to send a non-voting representative to meetings, conferences, and institutes at the same registration fee as that charged to active members.

NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

P. O. Box 12619 • Wichita, KS 67277-2619 • 316/942-4822 • FAX 316/942-7100

- | | | | |
|--|-------|--|------|
| <input type="checkbox"/> Active Membership | \$40 | <input type="checkbox"/> Associate Membership | \$40 |
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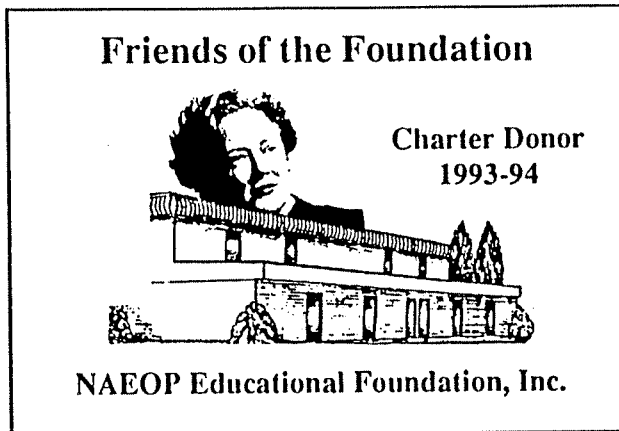
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Armbruster	Joyce	P.O. Box 253	Falls City	NE	68355-0253	(402)245-5119(h)	(402)245-2166(o)
Backstrom	Virginia	RR1, Box 180	Wayne	NE	68787	(402)375-4489(h)	(402)375-7359(o)
Bennetch	Kathy	6930 Garland	Lincoln	NE	68505	(402)464-1133(h)	(402)472-7707(o)
Bergstrom	Pat	RR2, Box 4	Axtell	NE	68924	(308)743-2109(h)	(308)743-2109(o)
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Bradford	Donnia	3510 N. 45 Street	Omaha	NE	68104	(402)457-4694(h)	(402)557-2780(o)
Brott	Glenna	3719 Schuermann Drive	Omaha	NE	68123	(402)293-1899(h)	
Brownson	E. Ramona(Monie)	2205 Southwood Place	Lincoln	NE	68512-1375	(402)423-1050(h)	(402)472-3101(o)
Buhrman	Beverly	RR2, Box 51	Wisner	NE	68791	(402)529-6761(h)	(402)375-7222(o)
Bumgardner*	Thoma	628 S. Beemer	West Point	NE	68788	(402)372-5801(h)	(402)372-5546(o)
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Chandler	Amy L.	6400 S.W. 25th	Lincoln	NE	68523	(402)421-8793(h)	(402)436-1750(o)
Covert	Margaret	4320 N. Park Boulevard	Lincoln	NE	68521	(402)477-2633(h)	(402)436-1213(o)
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Fey	Shirley	7220 Burt Street	Omaha	NE	68114	(402)397-6459(h)	(402)554-3422(o)
Fleer	Sharon	RR 1, Box 103	Wayne	NE	68787	(402)375-3073(h)	(402)375-7228(o)
Flory-Smith	Pamela	2224 "U" Street #1	Lincoln	NE	68503	(402)475-9722(h)	(402)475-9722(o)
Gersib	Linda D.	5001 College St SE F-310	Lacey	WA	98503-5949	(206)493-6574(h)	
Gilpin	Bonnie J.	Box 95	Wolbach	NE	68882	(308)246-5617(h)	(308)381-5898(o)
Gordon	Betty M.	4235 Mary Circle	Lincoln	NE	68502	(402)488-6462(h)	(402)436-1651(o)
Granquist	Karen	RR2, Box 338	Laurel	NE	68745	(402)256-3621(h)	(402)256-3731(o)
Graybill	Joyce E.	Route 2, Box 186	Blair	NE	68008	(402)426-5543(h)	(402)554-6450(o)
Grieser	Dianne	5803 Baldwin	Lincoln	NE	68507	(402)464-4218(h)	(402)436-1211(o)
Ham	Holly	418 W. 8th Avenue	Holdrege	NE	68949	(308)995-6089(h)	(308)995-5421(o)
Harm	Deb	P.O. Box 68	Carroll	NE	68723	(402)585-4708(h)	(402)375-7213(o)
Harris	Susan	5011 Washington	Lincoln	NE	68506	(402)483-7389(h)	(402)436-1200(o)
Helgren	Betty	403 Alma, Box 21	Laurel	NE	68745-0677	(402)256-3927(h)	(402)256-3731(o)



Hendricks	Debbie	317 Orcutt East	Lincoln	NE	68504	(402)466-4347(h)	(402)472-9685(o)
Howard	Noretta	3742 Ellison Avenue	Omaha	NE	68111	(402)451-6966(h)	(402)557-3400(o)
Howell	Mary (Sue)	7726 S. 41 Terrace	Omaha	NE	68147	(402)731-2427(h)	(402)734-7334(o)
Hughes	Dolores (Dee)	3431 Neer Park Road	Lincoln	NE	68506	(402)483-4695(h)	
Hynek	Patricia	5115 Spruce	Lincoln	NE	68516	(402)489-4981(h)	(402)436-1304(o)
Jennings	Lorraine	7221 Old Post Road #7	Lincoln	NE	68506	(402)488-2974(h)	
Jiracek	Jean F.	4400 Sumner	Lincoln	NE	68506	(402)488-1449(h)	
Johnson*	Donna F.	10754 Spring Street	Omaha	NE	68124	(402)399-8711(h)	(402)554-2938(o)
Kahler	Maggie A.	2031 D Street #1	Lincoln	NE	68502-1662	(402)477-2066(h)	(402)472-3191(o)
Kardell	Jeanne Ann	Route 2, Box 115	Wayne	NE	68787	(402)375-1592(h)	(402)375-7202(o)
Keiser	Delpha	P.O. Box 93	Carroll	NE	68723	(402)585-4539(h)	(402)375-7220(o)
Kinley	Oriel	517 S. Lexington	Hastings	NE	68901	(402)462-8901(h)	
Knickman*	Sue	RR1, Box 229	Syracuse	NE	68446	(402)269-2837(h)	
Knudsen	Eileen	RR #1, Box 104	Pisgah	IA	51564	(712)456-2430(h)	(402)274-4354(o)
Knutson	Roberta	Route 1, Box 39	Axtell	NE	68924	(308)743-2115(h)	(402)557-2112(o)
Kramer	Joey	7921 Lake Street	Lincoln	NE	68506	(402)486-1088(h)	(308)743-2415(o)
Krizek	Luella	Route 4, Box 133	McCook	NE	69001	(402)472-3561(o)	(402)472-3561(o)
Krupicka	Shelli	3400 NW 126th	Lincoln	NE	68524	(308)345-6948(h)	(308)345-3976(o)
Kugler	Nelda Rae	714 Douglas Street	Wayne	NE	68787	(402)796-2477(h)	(402)472-7886(o)
Labadie*	Mary A.	305 Marian Avenue	Bellevue	NE	68005	(402)375-3472(h)	(402)375-7208(o)
Lahm	JoAnne	4041 South 37th	Lincoln	NE	68506	(402)292-8185(h)	(402)557-4102(o)
Lang	LaRita	5901 W. Van Dorn	Lincoln	NE	68522	(402)489-3216(h)	(402)436-1141(o)
Larson	Rose M.	2541 North 65th	Lincoln	NE	68507	(402)477-1614(h)	(402)472-8032(o)
Lassen	Diane	Box 87, 13th & Bacon	Elba	NE	68835	(402)466-0482(h)	(402)436-1534(o)
Latta*	Pat	1509 O Street	Auburn	NE	68305	(308)863-2120(h)	(308)389-6316(o)
Lee	Cathy	7321 Garland	Lincoln	NE	68505	(402)274-3350(h)	(402)274-4354(o)
Lehecka	Patricia	1010 Rosewood	Lincoln	NE	68510	(402)464-9570(h)	(402)436-1847(o)
Lentz	Lynette	817 Windom	Wayne	NE	68787	(402)489-1286(h)	(402)472-3051(o)
Lewis	Nora	110 East N Street	McCook	NE	69001	(402)375-1307(h)	(402)375-7241(o)
Lienemann	Nelvie	Route 1, Box 122	Martell	NE	68404	(308)345-6274(h)	(308)345-5733(o)
Lineberry	Sandy	316 Orcutt Avenue West	Lincoln	NE	68504	(402)798-7827(h)	(402)472-7080(o)
Logan	Ida Mae	2109 Market	Beatrice	NE	68310	(402)466-7174(h)	(402)472-6623(o)
Lonn	Beverly J.	2746 Sewell Street	Lincoln	NE	68502	(402)223-5452(h)	(402)436-1364(o)
Lundahl	Pat	122 South 39 Street #501	Omaha	NE	68131	(402)435-0341(h)	(402)554-2099(o)
Mai	Gwendolyn A.	4719 Goldenrod Lane	Lincoln	NE	68512	(402)553-7681(h)	(402)436-1136(o)
Manning	Ruth H.	4816 Ruggles	Omaha	NE	68104	(402)423-4888(h)	
Mathine*	Marilee	918 Baxter	St. Paul	NE	68873	(308)754-5273(h)	(308)754-4433(o)
Maury*	Glenda M.	401 North E	Milford	NE	68405	(402)761-2472(h)	(402)761-2408(o)
Maxwell	Virginia C.	122 South 39 Street #1103	Omaha	NE	68131-3018	(402)556-1464(h)	(402)557-2320(o)
Mayo	Cheryl	7628 Hartman Avenue	Omaha	NE	68134	(402)571-2624(h)	(402)695-2654(o)
McCabe	Nita	411 Maple Street	Emerson	NE	68733	(402)695-2661(h)	
Merriman	Doris	4941 S. 129 Street	Omaha	NE	68137	(402)895-4978(h)	(402)895-8231(o)



Moody	Johnita	4226 S. 39th Avenue	Omaha	NE	68107	(402)733-6529(h)	(402)557-3611(o)
Murphy	Julie	RR2, Box 38	Wayne	NE	68787	(402)375-1660(h)	(402)375-7242(o)
Nelson	Yvonne E.	915 South 41th	Lincoln	NE	68510	(402)488-3126(h)	
Norton*	Wahneeta	Route 3, Box 108	West Point	NE	68788	(402)567-2558(h)	(402)372-5507(o)
Oetken	Darlene R.	304 Maple	Emerson	NE	68733	(402)695-2774(h)	(402)695-2636(o)
Olberding*	Pam	1907 Abbott Street	Falls City	NE	68355	(402)245-5194(h)	(402)245-3455(o)
Olson	Lynne	RR1, Box 160	Winside	NE	68790-9603	(402)286-4926(h)	(402)375-7391(o)
Owens	Barbara E.	7210 North 35th	Omaha	NE	68112	(402)455-9733(h)	(402)557-2801(o)
Patterson	(Elizabeth) Jane	3223 So. 137th St.	Omaha	NE	68144	(402)334-7399(h)	(402)330-8719(o)
Pence	Linda	4819 Orchard	Lincoln	NE	68504	(402)466-1039(h)	(402)472-3636(o)
Penn	Suzanne	RR2, Box 19	Wayne	NE	68787	(402)375-2794(h)	(402)375-7559(o)
Perry	Sheila	1631 Deweese Drive	Lincoln	NE	68504	(402)464-7917(h)	(402)472-3044(o)
Peters	Sandy L.	2102 East D	North Platte	NE	69101	(308)534-3112(h)	(308)535-7100(o)
Peters	Joyce E.	1912 N. 60th	Lincoln	NE	68505	(402)466-1505(h)	(404)472-3641(o)
Peterson	Lucille M.	124 Wilcliff Drive	Wayne	NE	68787	(402)375-1858(h)	(402)375-7200(o)
Phillips	Alta B.	5841 Sunrise Road	Lincoln	NE	68510	(402)489-3187(h)	(402)472-3934(o)
Plaza	Mary L.	4409 South 19th Street	Omaha	NE	68107	(402)733-1049(h)	(402)344-7505(o)
Popple	Johanna	125 S. 13th Street	Holdrege	NE	68949	(308)995-6958(h)	(308)995-8663(o)
Powers	Gerry L.	Box 201	DeWitt	NE	68341	(402)683-4045(h)	(402)683-4035(o)
Pruitt*	Mearl J.	2115 Pratt Street	Omaha	NE	68110-1859	(402)451-5282(h)	(402)451-5282(o)
Radebaugh	Betty J.	321 South 28th	Lincoln	NE	68510	(402)475-1742(h)	(402)436-1999(o)
Rastede	Judith	Box 31	Concord	NE	68728	(402)584-2352(h)	(402)584-2234(o)
Raveling	Linda M	1513 Claycomb Road	Wayne	NE	68787	(402)375-5106(h)	(402)375-7425(o)
Robison	Naomi	6244 Huntington Avenue	Lincoln	NE	68507	(402)466-0339(h)	(402)436-1303(o)
Rose	Nancy	1001 M Street	Franklin	NE	68939		(308)425-6283(o)
Rose	Kyle M.	1010 Hillcrest Road	Wayne	NE	68787	(402)375-2340(h)	(402)375-7230(o)
Rye	Allison K.	2665 South 11th	Lincoln	NE	68502	(402)435-1202(h)	(402)436-1752(o)
Saxton*	Rhonda	P.O. Box 9	Crawford	NE	69339	(308)665-2812(h)	(308)665-1531(o)
Schardt	Audrey	1130 H Street #408	Lincoln	NE	68508	(402)475-0124(h)	(402)471-4732(o)
Schepler	Judy	Box 81	Wilcox	NE	68982	(308)478-5543(h)	(308)478-5265(o)
Schindler	Sandra J.	7621 Huntington	Lincoln	NE	68507	(402)464-5769(h)	(402)436-1147(o)
Scofield	Nelsine	849 S. 39th Street	Lincoln	NE	68510	(402)489-2314(h)	
Sedriks	Joanne	413 Logan	Wayne	NE	68787	(402)375-2676(h)	(402)375-7394(o)
Sheaff	Eva M.	3224 Normal Boulevard	Lincoln	NE	68506	(402)477-5756(h)	
Shepard	Marjorie	5940 Brookview Drive	Lincoln	NE	68506	(402)489-6307(h)	(402)436-1988(o)
Sherer	Jeri L.	512 West First Avenue	Wakefield	NE	68784	(402)287-2071(h)	(402)375-7327(o)
Shotwell	Marcella	2402 North 14th	Lincoln	NE	68521	(402)475-7371(h)	(402)436-1304(o)
Sieber	Michelle	6100 Vine #S114	Lincoln	NE	68505	(402)464-2326(h)	(402)472-2971(o)
Sieck*	Rosemary	1838 South 15th	Lincoln	NE	68502	(402)475-6965(h)	(402)472-6209(o)
Smith*	Lisa	5221 Elk Ridge Road	Lincoln	NE	68516	(402)421-1187(h)	(402)471-2967(o)
Smolnik	Lynne	P.O. Box 412	Gibbon	NE	68840	(308)468-6504(h)	(308)468-5721(o)



Sommers	Helen	6117 Spaulding	Omaia	NE	68104-2656	(402)451-9233(h)
Sorensen	Janet	921 Sycamore	Lincoln	NE	68510	(402)488-6538(h)
Spangler*	Roddy	3831 Loveland Drive	Lincoln	NE	68506	(402)488-0825(h)
Speck	Gloria	824 Wilson	Falls City	NE	68355	(402)472-9131(o)
Stapelman*	Deb	RR2, Box 290	Laurel	NE	68745	(402)245-2921(h)
Stark	Eva	2422 Barada	Falls City	NE	68355	(402)256-3156(h)
Storm	Virginia	4606 Primrose Lane	Omaha	NE	68157	(402)245-4240(h)
Strickler*	Michele R.	639 W. Burt	Lincoln	NE	68521	(402)734-3591(h)
Stutheit	Donna J.	RR2, Box 141	Wayne	NE	68787	(402)435-0780(h)
Summerfield	Marvil	1511 South 60th Street	Omaha	NE	68106	(402)375-4449(h)
Svoboda	Kathy	4241 I Street	Omaha	NE	68107	(402)551-5910(h)
Teach	Linda R.	607 Fairacres Road	Wayne	NE	68787	(402)731-9842(h)
Thomas	Jo Ann	2516 North 78th	Lincoln	NE	68507	(402)375-1521(h)
Thompson	Leone K.	9436 Fowler Avenue	Omaha	NE	68134	(402)466-3507(h)
Thonen	Colleen	324 Oak	Nehawka	NE	68413	(402)571-1217(h)
Tomlinson*	Sherri	1302 Paul Street	St. Paul	NE	68873	(402)235-2271(o)
Trevett	Joyce	918 Windom Street	Wayne	NE	68787	(308)754-4273(h)
Tyrrel	Cynthia J.	7940 Steinway Road	Lincoln	NE	68505	(402)375-1717(h)
Vovos	Kristi	320 W. 6th	Wayne	NE	68787	(402)375-7395(o)
Wacker	Jan	5446 South 20th St. Cir.	Lincoln	NE	68512	(402)436-1337(o)
Watmore*	Sandy	1443 Sioux Street	Lincoln	NE	68502	(402)375-7329(o)
Watson	Mary	5633 S. 31st #1	Lincoln	NE	68516	(402)423-2107(h)
Wells*	Dolores A.	6022 N. 40th	Omaha	NE	68111	(402)423-9741(h)
Wenz	Delores	4901 S. Haven Drive	Lincoln	NE	68516	(402)421-3563(h)
Wessels	Twyla	125 N. Cherry	Red Cloud	NE	68970	(402)455-9488(h)
Wetherell	Sally	404 Cordoba Avenue	Cedar Falls	IA	50613	(402)489-7201(h)
White	Mary L.	7213 Teton Avenue	Omaha	NE	68157-2162	(402)746-3428(h)
Wiebke*	Beverly	211 East Church	Cook	NE	68329	(319)273-2412(o)
Wiles*	Christina	3712 NW 50th	Lincoln	NE	68524-1205	(402)734-0478(h)
Willett	Betty Lu	2127 Harrison Avenue	Lincoln	NE	68502	(402)864-5961(h)
Wilson*	Carol	2108 Vinton Street	Omaha	NE	68108	(402)470-3086(h)
Wurster	Betty	630 Garfield	Lincoln	NE	68502	(402)435-0662(h)
Young	Carolyn	2223 Lane	Falls City	NE	68355	(402)345-0525(h)
Young	Lola J.	1600 Dixie Trail	Lincoln	NE	68527	(402)435-6472(h)
HONORARY MEMBERS:						
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Spencer	Carol	RR2	Shelbina	MO	68468	
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